

Purchasing Updates

Betsy Pennington

Lead Nutritionist

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

June 2024



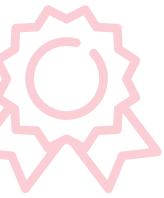
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6



State Purchasing Program

Product Management Committee Members by Region

Region 1:
Alexandra
Hallmark

Region 2:
Kenny Coker

Region 3:
Gail Hodo

Region 4:
Pam Kirby

Region 5:
Christell
Hicks

Region 6:
Sabrina
Jones

Region 7:
Ashley
Harris

Non-Public
Schools:
Martha
Montiforte

Headstarts:
Mary Reed

Supt. Proxy:
Sarah Busby

Bids and Contract
Specialist:

Chainese Sly

601-576-4977

csly@mdek12.org

Program Specialist
(USDA):

Ashlea Jackson

601-576-4978

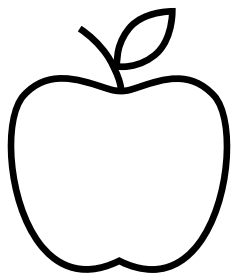
asjackson@mdek12.org

Lead Nutritionist/
Registered Dietitian:

Betsy Pennington

601-576-4987

bpennington@mdek12.org



Dry and Non-Food Items :

Regions 1 & 2: Briggs Inc.

Regions 3-7: Merchants
Foodservice

Refrigerated/Frozen:

Regions 1 & 2: Briggs Inc.

Regions 3-7: Merchants
Foodservice

Produce

Regions 3, 4, 5, and 6: MS Fruit
and Vegetable

Region 7: Sunrise Fresh Produce

Milk:

Regions 1, 2, 3, 4, 6, and 7: Prairie Farms

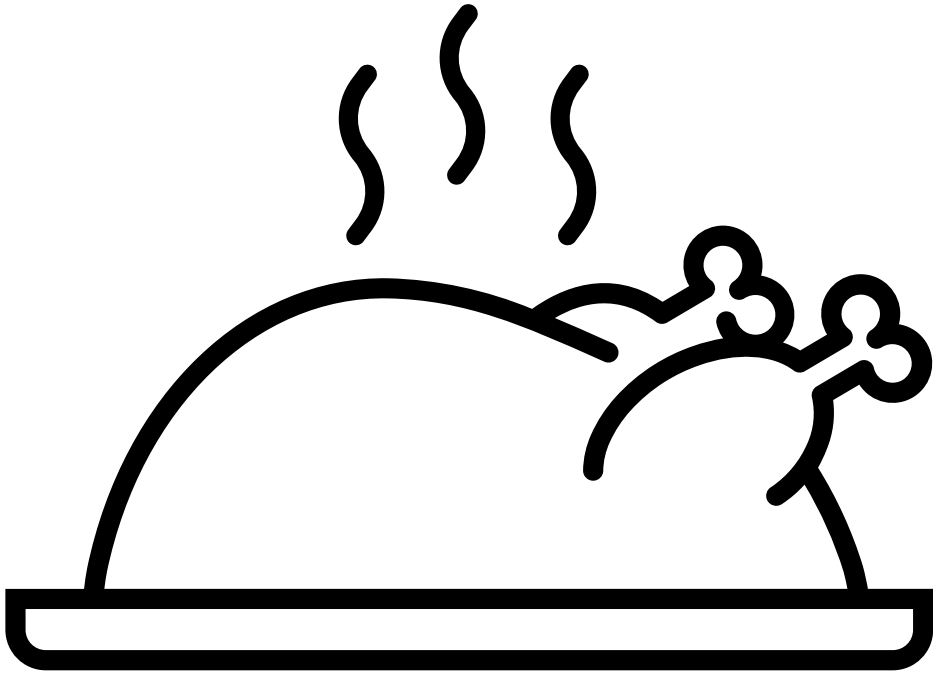
Regions 5: Bordens Dairy

Ice Cream:

Regions 1, 2, 3, and 5: Prairie Farms

Region 4, 6, and 7: Hershey Creamery

- Sausage
 - Williams Sausage was facing production issues. Dean's sausage is an approved brand that can be shipped if needed. Williams sausage should have improvements and remains an approved brand.
- Milk and Ice Cream
 - State agency negotiated prices for milk and ice cream contracts.
 - Expect a slight cost increase. Cost increase will take effect July 1.



- Virginia Poultry Growers Cooperative, LLC USDA Grade A Young Turkey Frozen Ready to Cook Roast
- Product Code: 24648
- New line item 1077.

Additional new products may be coming soon! Product management committee has tested new products and is meeting to vote this week.

Notifications about new products will be made by Chainese. Look for a purchasing notes newsletter from her!

USDA Foods Distribution

Region 1:

Mark
Carpenter

Region 2:

Valerie
Weivoda

Region 3:

JoAnn
Martin

Region 4:

Ginny Hill

Region 5:

Benita
McKey

Region 6:

Elisabeth
Hollinghead

Region

7:Karen
Albrecht

- 0-60 days: No cost for storage
- On the 61st day: Distributor may invoice your organization for 1 month of storage.
- Distributor may continue to charge storage fees every 30 days afterwards.
- Storage fees are the responsibility of the organization that caused the fees.
- Any storage fees assessed will not follow the USDA foods due to a transfer to another organization.

- State of Mississippi overall budget is \$750,000
- State agency will monitor use of FAVORS money. If not utilized, it will be given to another school district.
- Food will be available for ordering early July.
- Any complaints regarding produce need to be emailed to Ashlea immediately.
- Ordering schedule will be emailed by Ashlea in July.

Reports

OVERTIME REIMBURSEMENT

OFFICE OF CHILD NUTRITION
DIVISION OF PURCHASING AND FOOD DISTRIBUTION

Overtime can only be claimed for time worked after 2:30 p.m. due to late trucks. Over time information should be submitted to the Office of Purchasing and Food Distribution (address below).

School District: Somewhere County School District

Distributor: Name of Company

Date: June 14, 2024 (mm/dd/yyyy)

Instructions: Complete a separate row for each employee. The Total Overtime Hourly Rate, Total Reimb., and Total Amount Due to the District calculates automatically. (ENTER PARTIAL HOURS WORKED AS FOLLOWS: 15 minutes = .25, 30 minutes = .50, 45 minutes = .75, e.g. if the staff member worked from 2:30 pm to 3:45 pm, Overtime Hours Worked would be 1.25 hours)

Site/School Name	Truck Arrive	Truck Depart	Staff Member	Hourly Rate	Benefits (overtime hourly rate*)	Total overtime hourly rate =	Overtime Hours Worked	Total Reimb. =
Somewhere Elementary	2:48 pm	3:11 pm	Rane Doe	\$ 26.75	\$ 7.42	\$ 34.17	0.68	\$ 23.24
			Requested OT:			\$ 0.00		\$ 0.00
			2:30 p.m.-3:11 p.m. (41 minutes)			\$ 0.00		\$ 0.00
			Wednesday, June 13, 2024			\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00

* (e.g. \$17.00 hourly rate + \$3.72 benefits/hour = \$20.72/hour X 2 hours worked = \$41.44 total reimbursement)

Total amount due to district: \$ **\$ 23.24**

Return completed form via email by clicking the **Submit Form** button, or send the printed form to:

Office of Child Nutrition
Division of Purchasing and Food Distribution
P.O. Box 771
Jackson, MS 39205

Submit Form

TERMS OF ACCEPTANCE AND SIGNATURE
I, the undersigned, attest to the truthfulness of the information provided in this form.

Signature of Foodservice Administrator
June 14, 2024 (mm/dd/yyyy)
Date

Overtime Report:

- Turn in as quickly as possible.
- Overtime is claimed any time after 2:30.
- Overtime is based off of truck arrival and departure time. Do not include the time staff spends unloading product.
- Include the date the overtime occurred.
 - This person had to stay from 2:30-3:11 pm (41 minutes)
 - 41 minutes/60 minutes= 0.68 overtime hours worked

Take photos which illustrate the issue. Include product labels, lot codes, dates, damage, packaging problems, foreign object, etc.

If found, retain any foreign objects.

Hold product, until notified if vendor will pick-up or instructed to dispose of product.

Most important part: Provide a detailed description on the incident report. The report can be found in MAPS.

Incident Report Example:

- Remember: Be as descriptive as possible!
- Comment reads: “Pictures of the biscuit, screw next to a ruler, packaging, product code, manufacturer name, etc. are included in this packet.”
- Turn in the incident report as quickly as possible.
- *USDA Complaint Teams Training will occur in August. You will receive an email from Ashlea.

Incident Report

Office of Child Nutrition
Division of Purchasing and Food Distribution

Date of Occurrence: June 14, 2024 School District: Somewhere Elementary
Location of Incident: Somewhere Elementary School Date MDE notified: June 14, 2024

Specific Problem:

Screw was found in a biscuit. A child found the screw while eating their biscuit.

Name of Product: Brand Biscuit Product Code #: #####
Date Product Received: June 1, 2024 How much product involved: 1 biscuit
How much product used: 300 biscuits How much product remains: 30 biscuits
Lot #: ##### Can codes: N/A
The lot # is a batch of numbers located on the case. It is not the Distributors pick ticket.

Is this a USDA/Commodity Item? Yes No If so, what is the DO#: _____

Comments:

Pictures of the biscuit, screw next to a ruler, packaging, product code, manufacturer name, etc. are included in this packet.

If possible, include photos (via email or regular mail) of the product and packaging (including lot and/or case codes)

TERMS OF ACCEPTANCE and SIGNATURE I, the undersigned, attest to the truthfulness of the information provided in this form.

Return completed form via email by clicking the **Submit Form** button below, or send the printed form to:

Bill Urban, Director
Division of Purchasing
MS Department of Education
Office of Child Nutrition
P. O. Box 771
Jackson, MS 39205-0771

School Food Authority or Executive Director

06/14/2024
Date (mm/dd/yyyy)

Submit Form



Betsy Redfern Pennington

Lead Nutritionist/Registered Dietitian

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mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION




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Full Non-Discrimination Statement link:



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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.iasc.usda.gov/sites/default/files/USDA-CASCR%20P-Complaint-Form-0508-0002-008-11-28-17%20Mail.pdf>, from any USDA office, by calling (800) 658-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(800) 256-1095 or (202) 690-7442;

email:
program.intake@usda.gov.

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Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.iasc.usda.gov/sites/default/files/USDA-CASCR%20P-Complaint-Form-0508-0002-008-11-28-17%20Mail.pdf>, en cualquier oficina del USDA, llamando al (800) 658-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
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program.intake@usda.gov.

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Form AD-3027 - Revised Public & Internal September 2016